

Next-Generation Jobs Team Program Toolbox 2.0 Enrollment Process and Performance Reporting Clarification

Additional Services have been added in Toolbox 2.0 relative to Youth participants. Please reference the following guidelines for utilization.

If the Youth is to be enrolled in the Summer Program only, staff must:

- complete the Eligibility and create the NGJT 85% or 15% Actual Enrollment; and
- post the appropriate Recovery Act Youth Services (503R, 507R, etc).

This Youth will only be measured by the Work Readiness indicator (as long as the work experience ends by March 31, 2010). ITSD will be able to identify these individuals by both the NGJT Actual Enrollment and the “R” service.

If the Youth already has a WIA Youth Actual Enrollment, and are to participate in the 15% ARRA-funded Summer Employment Program, staff need to:

- complete a new Eligibility;
- create a 15% NGJT Actual Enrollment; and
- post the appropriate Recovery Act Youth Services.

ITSD can identify these 15% participants for inclusion in the Work Readiness performance report by the “R” service.

If the Youth already has a WIA Youth Actual Enrollment, and are to participate in the 85% ARRA-funded Summer Employment Program, *staff do not need to create a NGJT Actual Enrollment*. The “R” service can simply be posted to the existing WIA Youth Actual Enrollment.

ITSD can identify these participants for inclusion in the Work Readiness performance report by the “R” service.

If the Youth has an Actual CAP, WIA Adult, or other Actual Enrollment in TB2 and are to participate in either the 15% or 85% Summer Employment Program, staff must:

- complete a new eligibility and Summer Youth Actual Enrollment.

If the Youth previously had an Actual Youth Enrollment that exited and are to participate in either the 15% or 85% Summer Employment Program, staff must:

- complete a new eligibility and Summer Youth Actual Enrollment.